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**Security Force**

**HQ AFRC ACCESS CONTROL PROCEDURES**

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This Operating Instruction (OI) implements AFD 31-1, *Physical Security*, and AFI 31-101, *The Air Force Installation Security Program*. It provides/establishes procedures and responsibilities for administration and management for controlling access into the Headquarters Air Force Reserve Command (AFRC) facilities. It applies to all HQ AFRC staff agencies, 951 RSPTS, and 952 RSPTS.

**1. Specific Responsibilities:**

1.1. The Chief Information Security Division (SFI) will:

1.1.1. Coordinate with Directorate and Senior Staff personnel any procedures that will affect assigned HQ AFRC personnel.

1.1.2. Develop all security procedures enforced by Access Control Center (ACC) personnel.

1.2. Access Control Center personnel will:

1.2.1. Issue and control HQ AFRC identification badges.

1.2.1.1. Account for all HQ AFRC identification badges including permanent party, visitor, contractor, and temporary badges.

1.2.1.2. Operate the ACC from 0730 to 1630 daily.

**NOTE:** For visitors scheduled to arrive prior to 0730, refer to paragraph **1.3.8**.

1.2.1.3. Issue badges, issue pins, and monitor alarms.

1.2.1.4. Ensure all visitors and sponsors sign the AF Form 1109, Visitor Register Log.

1.2.1.5. Perform Random Antiterrorism Measures (RAM) as required and post Force Protection Condition Signs on facilities as required.

1.3. HQ AFRC assigned personnel will:

- 1.3.1. Wear and display the AFRC identification badge at all times while in AFRC facilities and secure it when departing.
- 1.3.2. Notify the ACC of any problems such as card readers not working properly, doors being left open, or improper action by individuals.
- 1.3.3. Notify the Access Control Center at 7-1361, immediately of a lost badge.
- 1.3.4. Report to the ACC all acts of penetration into all buildings.
- 1.3.5. Ensure personnel understand their individual responsibility to the HQ AFRC Resource Protection Program and are aware of the security policy/procedures that apply to the Resource Protection Program. This is accomplished through a strong Division/Branch Refresher Security Education Program.
- 1.3.6. Turn in access badges prior to separating, permanent change of station (PCS), retiring or other times when use is no longer required/authorized.
- 1.3.7. Ensure all visitors sign in and out, and enter the assigned badge number on an AF Form 1109, **Visitor Register Log**. Sponsors must sign and annotate their phone number on this form.
- 1.3.8. Coordinate visits with the ACC as far in advance as possible by calling the ACC at 7-1361 or e-mail at <mailto:afrc.accesscontrolctr@afrc.af.mil> (or AFRC Access Control Center on the Global Distribution List). An Entry Authority List (EAL), which includes names, ranks, organizations/company and the access level requested (badge with no access or badge with proximity card) must be provided to the ACC. This notification will allow the ACC to prepare visitor badges in advance to facilitate entry. If a visitor is arriving before 0730 on the day of the visit, the sponsor will sign out the badge the day before the visit. The HQ AFRC sponsor is responsible for ensuring proper procedures are followed by the visitor and returning the badge to the ACC.
- 1.3.9. An individual may allow others to pass through an open door provided they can verify the individuals entering the facility behind them are in current possession of a HQ AFRC identification badge, with the appropriate security access authority. The individual allowing them access takes full responsibility for those coming in behind them until the door closes. *NOTE: Ensure the individuals entering the facilities display the proper credentials.*
  - 1.3.9.1. Individuals working in HQ AFRC facilities shall challenge anyone not wearing a badge or whose activity or presence appears questionable, by attempting to obtain name and reason for presence. *NOTE: Notify the ACC at extension 7-1361 immediately if an individual fails to heed a challenge.*
  - 1.3.9.2. Verification will be accomplished by checking the person's identification against other identifying data (i.e., orders, driver license, government or contractor I.D.) Contact the ACC if assistance is needed.
  - 1.3.9.3. The ACC will request Security Forces (926-2187 or 911) assistance if the person's identity or right to be in the area cannot be verified. Keep those individuals in question under close observation until turned over to responding Security Force personnel.
- 1.3.10. In the event of an emergency, responding emergency services units will not be hindered or delayed. However, a level of control must be maintained.
  - 1.3.10.1. As soon as possible after notifying emergency services of a situation in the work

place, a party from the affected office will contact the ACC at extension 7-1361 and advise them of the situation.

1.3.10.2. ACC personnel will respond to the front of the building in question and expedite entry of the responding emergency services personnel into the building. ACC personnel will keep track of the number of responding emergency services personnel entering the building.

1.3.10.3. A person assigned to the affected office or work area will also respond to the front of their building (either 210 or 220) and wait for the responding unit(s). The ACC staff will allow emergency services personnel into the building and the designated party will escort them to the work area. *NOTE: Only personnel assigned duties in sensitive areas may escort responding emergency services personnel into those areas.*

1.3.10.4. Upon completion of the event, a person from the affected office will escort responding emergency services personnel out of the building. ACC personnel will recount the departing emergency services personnel to ensure all escorted personnel have left the building.

1.3.11. Unannounced/silent alarms. In the event of an unannounced/silent alarm, Security Forces and/or Fire Department personnel will respond to the affected building. If notified in advance of the alarm, ACC personnel will meet responding units at the main door of the building will allow access to the building in question. If not notified in advance, ACC personnel will respond to the door used by Security Forces and/or Fire Department and make contact with the senior official to ensure all responding personnel who entered the building during the initial response have departed.

## 2. Policy:

2.1. Only personnel with proper authority may enter HQ AFRC facilities. Note: The HQ AFRC identification badges do not provide any visual indicators to the bearer's security access level. Personnel without an AFRC ID badge, or a nonfunctioning badge, must contact the AFRC CAT using the direct line located on southeast door of Building 210 to gain entry after hours, weekends, and holidays.

2.1.1. Newly assigned personnel to HQ AFRC, or TDY to headquarters for an extended period of time (30 days minimum) and not in the AFRC ACC database, must present official documentation (orders, or letter signed by security manager or supervisor) to the ACC for issuance of an AFRC photo identification badge. This documentation may be hand-carried or e-mailed to the ACC.

2.2. The prerequisites for personnel obtaining AFRC identification badges are as follows: (Requests for exceptions must be sent through AFRC/SFI to AFRC/ACV for approval.)

2.2.1. Government Employees:

2.2.1.1. Employee must be permanently assigned to HQ AFRC inside one or more of its facilities.

2.2.2. Contractors:

2.2.2.1. Contractors must be working under current contract with the US Government in AFRC facilities.

2.2.2.2. Visit Authorization Letter (VAL) must be on file with the respective directorate security manager and updated annually, or for the duration of the contract.

2.2.2.3. Badges are issued for the duration of the contract or for 12-month intervals. Recurring Delivery Services (FedEx, UPS, Coca-Cola, etc.):

2.2.2.4. Badges will be issued for normal duty hours, Monday through Friday, upon obtaining an EAL, VAL, or a copy of the AFMC Form 496, **Application for AFMC Identification Card**, from the government program managers (78 CS/SCBA and AAFES).

### 2.3. Display Of The Badge:

2.3.1. All persons in possession of a HQ AFRC identification badge must display the badge while entering or working inside a HQ AFRC facility.

2.3.2. The badge will be displayed on the front of the outer garment, between the shoulders and the waist or be attached to a neck strap with the photo/printed side of the badge facing outward from the body.

2.3.3. The HQ AFRC identification badge is not to be used for identification outside HQ AFRC facilities and should be secured upon departing. The badge will not be displayed when outside of HQ AFRC facilities with the exception of walking between HQ AFRC facilities.

2.3.4. For contractors, the HQ AFRC identification badge must be worn with the contractor's badge.

### 2.4. Visitor Access To HQ AFRC Facilities (Any requests for exceptions to these rules must be forwarded through AFRC/SFI to AFRC/ACV for approval.)

2.4.1. In order to obtain a visitors badge, visitors will be met at the ACC by either government or contractor personnel possessing an AFRC identification badge. An Entry Authority List (EAL) or VAL may be turned in to the ACC and visitor badges signed out for pre-coordinated events where visitors may meet the sponsor at the entrance to the respective building. While escorts are not required for visitors in HQ AFRC facilities with the exception of sensitive, controlled, and restricted areas, visitors must be accounted for and badges turned in to the ACC at the end of the visit. **NOTE:** *For geographically separated AFRC facilities with automated entry control the security manager will be the POC for visitor badges in lieu of the ACC.*

2.4.2. HQ AFRC sponsor must identify to the ACC when visitors are authorized a visitor ID badge equipped with proximity for automated entry. These should be restricted to AFRC employees (from a reserve base, NAF, tenant unit, etc.) or contractors working under a government contract, and the visit should be in excess of 5 days. Card will be programmed with a start and end date. Sponsor is responsible for ensuring the visitor badge is turned in at the end of the visit.

2.4.3. All sponsors will brief visitors under their control on any particular/unique security requirements.

2.4.4. Large numbers of visitors (over 6) should be pre-coordinated through the ACC by providing the ACC an EAL or VAL (see para 1.3.8.). Exceptions to this rule will be handled in the same fashion (pre-coordination with the ACC) on a case-by-case basis for example: special occasions including but not limited to, holiday gatherings, promotion and retirement parties.

2.4.5. Families of AFRC employees are welcome to visit their relative's work area/office, but they must follow the same procedures as any visitor.

2.5. "T" BADGES: A "temporary ("T") badge" is issued to AFRC employees who have forgotten their identification badge. The "T" badge provides interim or limited access.

2.6. Lost Badge: Notify the ACC immediately upon suspicion of a lost badge. All efforts must be made to find the badge. You will be given 72 hours to find your badge and will be issued a temporary badge in the interim. *NOTE: You will not be issued a new badge within this 72-hour period. This prevents duplicate badge issue.* A memo must be presented to the ACC for issuance of another identification badge. The memo must contain last date and time of known possession and a statement of attempted recovery, or a statement surrounding the circumstances of the damage to the badge, if known. This memo will be signed by the holder and coordinated through the immediate supervisor and/or directorate security managers to AFRC/SFI. If you have been assigned entry to a sensitive or restricted area the ACC will verify based on their copy of the AF Form 2586, **Unescorted Entry Authorization Certificate**. See sample memo at [Attachment 1](#).

2.7. Processing AF Form 2586 For Entry To Restricted Areas Or Sensitive Areas.

2.7.1. An AF Form 2586, **Unescorted Entry Authorization Certificate**, will be prepared by the security manager to request a restricted area or sensitive area zone be added to your identification badge and the form will be taken to the ACC. (For example, entry into an area equipped with a proximity/pin card reader such as the SIPRNET rooms, Command Post, Crisis Action Team (CAT)) *NOTE: This does not preclude the display and wear of the AF Form 1199, Entry Control Card for Controlled and Restricted areas.)*

2.7.1.1. Complete Sections I (Identification Data), and Section III (Duty, reason for access into desired areas). The security manager will print or type their name and sign the form in the bottom right-hand corner.

2.7.1.2. The Security Manager will complete Section II (Certification of Requesting Official).

2.7.1.3. The original copy of the AF Form 2586 will be maintained by the unit security manager and a copy will be provided to and maintained by the ACC.

2.8. Turn-In Of Badges Upon Departure:

2.8.1. Employees are required to turn in their badge to the ACC when no longer assigned to HQ AFRC.

2.8.2. Personnel who cannot return their badge during normal duty hours may drop it off in a DROP BOX outside of building 210 or building 220.

2.9. Accountability:

2.9.1. Security personnel at the ACC issue HQ AFRC identification badges. Once issued, the employee will be responsible for safeguarding the badge.

2.9.2. ACC personnel will conduct a quarterly inventory of issued identification badges.

JAMES E. SHERRARD III, Lt General, USAF  
Commander

**Attachment 1****SAMPLE LOST BADGE MEMORANDUM**

*Date*

MEMORANDUM FOR *Office Symbol (Supervisor)*

*HQ AFRC/SFI*

*IN TURN*

FROM: *Office Symbol (Employee)*

SUBJECT: Lost AFRC Identification Badge

Request I be issued a new AFRC ID badge due to mine being lost. My last recollection of having my badge was 25 Jun 03. *(Statement to explain what efforts has been made in locating the badge.)*

SIGNATURE